

## **DIRECTOR OF PUBLIC WORKS AND COMMUNITY DEVELOPMENT**

---

### **DEFINITION**

The Director administers the activities of the Building, Engineering, Maintenance, and Planning Divisions.

### **EQUIPMENT, METHODS & GUIDELINES**

Knowledge and application of:

- Federal, State, and local laws, policies, and procedures and practices;
- Statistical data;
- Public works principles and practices; and
- Statutes related to public bidding practices.

Use of:

- Personal vehicle for work activities;
- City vehicles as needed; and
- Telephones, FAX machines, PC terminal (including advanced Microsoft Outlook, Word, Excel, PowerPoint, mapping software, and Accela Automation), printer, copier, and various resource materials.

### **WORKING CONDITIONS**

Working conditions include:

- Indoor work primarily in a professional office environment;
- Driving a vehicle to visit local sites and conduct field inspections;
- Occasional seminar and conference travel; and
- Frequent attendance at meetings, including City Council, Planning Commission, and other Commission meetings that are conducted during evenings.

### **PHYSICAL DEMANDS**

The work requires:

- Physical mobility, speech, hearing, and vision (including color vision necessary to accurately interpret visual displays); and
- Ability to personally communicate with individuals and groups.

### **SUPERVISION RECEIVED AND EXERCISED**

The Director receives administrative direction from the City Manager. He/she directly supervises clerical, maintenance, professional, and technical staff of the entire department.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

- Provide leadership and direction for the encouragement and execution of great customer service by staff throughout the entire the department;
- Act or delegate responsibility for the City Engineer, Traffic Engineer, and Flood Plain Manager;
- Performing related duties as required by Federal, State, and local laws;
- Plan, direct, and coordinate the work activities of the various Divisions, and with other City departments and outside agencies;
- Implement all Public Works and Community Development goals, objectives, policies, and programs;
- Confer with and direct the staff regarding the design and construction of public works systems, surveying, the interpretation and enforcement of construction specifications, the design and operation of traffic systems, and Planning, Code Enforcement, and Building programs;
- Plan, direct, and review the design and construction of the City's street and drainage structures;
- Represent the City in development and land use matters;
- Select, supervise, coordinate, and evaluate consultant services;
- Encourage customer-centered problem solving;
- Prepare agenda items for the City Council, Planning Commission, and other committees, commissions and boards;
- Administer the general plan;
- Review plans, reports, budgets, and ordinances prepared by department staff and consultants;
- Review and sign plans for public works improvement projects and subdivision maps;
- Serve as technical advisor to the City Manager and City Council on departmental matters;
- Prepare and administer the department budget;
- Resolve personnel issues;
- Train and evaluate staff; and
- Perform related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of engineering as applied to the design and construction of public and private facilities;
- Principles and practices of urban planning; and
- Principles and practices of professional administration and management.

**Ability to:**

- Plan, assign, and coordinate the work of professional, technical and clerical personnel in an efficient and productive manner;
- Recognize and deal with newly emerging changes in public works and urban planning;
- Communicate technical terms clearly and concisely, orally and in writing to the general public;
- Analyze complex problems and make timely decisions;
- Establish and maintain, effective relationships with the City officials, other governmental agencies, and the community; and
- Hold staff responsible and accountable for completion of individual annual goals and objectives.

**EXPERIENCE AND EDUCATION**

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience**

- Five years of progressively responsible professional experience in municipal engineering and public works administration, including two years in a supervisory capacity.

**Education**

- Equivalent to a Bachelors degree from an accredited college or university with major course work in civil engineering or a related field including public administration.

**LICENSE AND/OR CERTIFICATES**

- Possession of a certificate of registration as a profession civil engineer in the State of California is desirable.
- Possession of a surveyor's license in the State of California is desirable.
- Possession of a California driver's license and satisfactory driving record is required.